SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Registrar

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide leadership and operational supervision of the district’s admissions, enrollment, records and online services related to the Admissions and Records Office. To serve as the designated Records Officer for the District by ensuring the integrity of the college transcript and certifying graduation requirements and applicable enrollment reports. Employees in this classification train, coordinate, supervise, and formally evaluate the work of assigned students and employees. This job class requires a thorough working knowledge of various district, administrative and board policies, federal and state regulations and procedures, and is an administrative, overtime exempt position.

SUPERVISOR: Dean of Enrollment Services or designee

TYPICAL DUTIES

- Organizes, coordinates, and directs the day-to-day activities of the Admissions & Records Office.

- Serves as the designated Records Officer for the District; certifies official transcripts, graduation requirements, and other enrollment reports; files applicable reports on behalf of the District.

- Plans, conducts and monitors in-person and online registration systems; maintains and updates an efficient student records system in accordance with the policies/recommendations of the California Community Colleges.

- Establishes time schedules for course registration, recording of grades, and grade changes; coordinates system management of pre/co-requisites, and performs transfer evaluations.

- Oversees and troubleshoots the campus student information systems including the development of degree audit through software analysis, process mapping, testing, training and documentation. Investigates, assists in testing, and provides recommendations for system enhancements.

- Assigns, supervises and formally evaluates the work of full-time and part-time Admissions and Records Office staff; provides technical support in matters related to student records and admissions activities.

- Develops and implements timelines and work schedules related to admissions, registration, student record keeping operations, attendance accounting, residency requirements, fee collection, athletic eligibility, evaluation of records, matriculation, and related activities.

- Develops, designs, and implements various procedures and processes to increase efficiency and effectiveness of Office goals and objectives. Supervises and participates in the input of enrollment data; establishes and maintains automated records and files; assures accuracy and completeness of input and output data related to Admissions and Records transactions.

- Develops and manages the operational budget for the Office; oversees the processing of purchase orders; monitors expenditures.

- Compiles data and prepares reports related to the assignment.

- Develops forms, correspondence, bulletins, and informational materials for the Office.
- Participates in a variety of committees and meetings related to admissions and records which may involve travel outside of the District.

- Performs and/or assists in the performance of special projects and assignments as directed by senior management.

- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Federal, state and District policies, procedures and regulations related to admissions and records operations.

- Principles and practices associated with the maintenance of academic records, including computerized electronic data collection and reporting techniques.

Ability to:

- Interpret and apply district policies and procedures to practical situations effectively.

- Prepare and administer budget.

- Effectively work with a diverse student population and cooperate with other College staff in short- and long-range planning efforts.

- Communicate effectively both orally and in writing.

- Implement technology and computerized system enhancements.

- Hire, train, schedule, coordinate, and formally evaluate the work of others.

- Continuously monitor changes in regulations, policies and technology related to overall department.

Education/Experience:

Bachelor’s degree in related field along with 3-5 years of progressively responsible experience in an Admissions and Records Office or related student services/business area. Master’s degree preferred.

Successful experience in supervising, directing and evaluating the work of office staff.

Board Approved: 8/20/2008